

Effective 31 July 2004

Personnel Procurement

Active Duty for Special Work Program

For the Commander:

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**History.** This UPDATE printing publishes a new USAREC Reg 601-106, which is effective 31 July 2004.

**Summary.** This regulation establishes procedures and provides guidance for the conduct and management of the Active Duty for Special Work Program as it applies to recruiting.

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**Chapter 1**  
**General**

**Section I**  
**Introduction**

**Applicability.** This regulation is applicable to all elements of this command.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the deputy G-3 within the proponent agency in the grade of GS-14.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this

regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-P-PR, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE. This regulation is also available electronically on the USAREC Intranet Homepage at <http://home.usarec.army.mil>.

and experience recruiting within USAREC.

**1-5. Command responsibilities**

a. Commanding General, USAREC, will:  
(1) Exercise overall responsibility of the USAR Recruiting ADSW Program within USAREC to include funding.  
(2) Coordinate ADSW issues with Headquarters, United States Army Reserve Command; United States Army Special Operations Command (USASOC); United States Army Human Resources Command-St. Louis (HRC-St. Louis); and Regional Readiness Centers (RRCs). In coordination with the United States Army Reserve Command (USARC), Deputy Chief of Staff, Comptroller; USASOC; and HRC-St. Louis determine the distribution of USAREC ADSW funding resources.

(3) Ensure ADSW recruiting funds are only used to support recruiting programs.

b. Recruiting brigade (Rctg Bde) commanders will:

(1) Appoint the USAR operations officer as the Rctg Bde ADSW manager. If a USAR operations officer is not assigned to the Rctg Bde staff, the Regular Army (RA) operations officer will be appointed as the Rctg Bde ADSW manager.

(2) Appoint the USAR operations sergeant major as the alternate Rctg Bde ADSW manager. If a USAR operations sergeant major is not assigned to the Rctg Bde staff, the RA operations sergeant major will be appointed as the alternate Rctg Bde ADSW manager.

(3) Appoint the Rctg Bde chaplain recruiter as the Rctg Bde chaplain recruiting ADSW manager.

(4) Ensure the Rctg Bde ADSW manager, alternate ADSW manager, and Rctg Bde chap-

lain recruiter are capable to train subordinate unit managers on the ADSW Program.

(5) Ensure adherence to guidance as prescribed in this regulation.

c. Recruiting battalion (Rctg Bn) commanders will:

(1) Appoint the USAR operations officer as the Rctg Bn ADSW manager. If a USAR operations officer is not assigned to the Rctg Bn staff, the RA operations officer will be appointed as the Rctg Bn ADSW manager.

(2) Appoint the USAR operations NCO as the alternate Rctg Bn ADSW manager. If a USAR operations NCO is not assigned to the Rctg Bn staff, the RA senior operations NCO will be appointed as the alternate Rctg Bn ADSW manager.

(3) Ensure the Rctg Bn ADSW manager and alternate ADSW manager are capable of training Rctg Bn personnel on the ADSW Program.

(4) Ensure adherence to guidance as prescribed in this regulation.

## 1-6. Program

ADSW tours for support of recruiting will be used by USAR enlisted Soldiers, warrant officers, and commissioned officers to generate leads that will result in enlistments for the USAR. Recruiting stations (RSs) that only have RA recruiters may use the USAR Recruiting ADSW Program if the RS has an assigned USAR mission. No more than one USAR Soldier should be used in support of the USAR mission under these circumstances. Requests for multiple weeklong tours structured solely to save the cost of paying a USAR Soldier for a weekend will not be used. ADSW recruiting tours will not be used to supplement manpower for administrative actions and/or duties. Recruiting ADSW tours will be used in support of local RSs to include AMEDD and chaplain in addition to Total Army Involvement in Recruiting (TAIR) events which have been planned and coordinated by RSs, recruiting companies (Rctg Cos), Rctg Bns, chaplain RSs, health care RSs, Army Medical Department detachments (AMEDD Dets), or Rctg Bdes. Recruiting TAIR events must be justified and scheduled by a Rctg Bn, AMEDD Det, or the Headquarters, United States Army Recruiting Command (HQ USAREC) Chaplain Recruiting Office.

## 1-7. Policies

Enlisted, warrant, and commissioned personnel may not serve in excess of a total of 139 cumulative days ADSW in any given fiscal year (FY). Rctg Bn commanders are authorized to approve ADSW tours not to exceed more than 29 cumulative days in any given FY. Exceptions to serve 30 days or more of ADSW during any FY will be forwarded through the Rctg Bde ADSW manager and will be handled on a case-by-case basis by HQ USAREC, Assistant Chief of Staff, G-3, Programs Branch, in accordance with AR 135-200. Personnel must serve their tours within a 50-mile radius of their residence or USAR unit and provide their own transporta-

tion to the tour site.

NOTE: AMEDD and chaplain participants are exempt from the 50-mile radius due to recruiting area boundaries.

## Chapter 2 Procedures

### 2-1. Request for ADSW tours and orders

a. Justification memorandum requests for ADSW tours or DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and US Army Reserve) will be done in accordance with AR 135-200 and submitted to the Rctg Bn, AMEDD Det, or HQ USAREC Chaplain Recruiting Office for approval or disapproval for all ADSW tours. The Rctg Bn, AMEDD Det, or HQ USAREC Chaplain Recruiting Office in conjunction with the troop program unit (TPU) commander or HRC-St. Louis commander are the approval authorities. Requests for ADSW must be submitted as early as possible to ensure time for orders to be published prior to the tour start date. At no time will orders be requested within 5 days of the start of the ADSW tour. Tours must serve a valid military purpose and tour length will be structured for the duration of the entire mission. The processing of ADSW orders at the TPU level constitutes the TPU commander's approval for the ADSW tour. The processing of ADSW orders at the HRC-St. Louis level constitutes the designated commander's approval for the ADSW tour. Tour justification memorandums will contain: Fund site code; command responsible for processing the ADSW orders; individual's name, rank, and social security number; unit of assignment, unit telephone number, and unit point of contact; RS; recruiting station identification code; recruiting supervisor; purpose of tour; start and end dates of tour; number of days; Rctg Bn, AMEDD Det, or chaplain recruiting station identification; number of recruiting ADSW days performed this FY; and name of the recruiting personnel making the request. The request must be submitted 5 days prior to the start of the requested tour.

b. Once the request is approved by the Rctg Bn, AMEDD Det, or HQ USAREC Chaplain Recruiting Office and the TPU commander or representative, the request for orders is forwarded to the appropriate orders publishing authority for the chain of command. The publishing authority will obligate funds and prepare the orders. The orders are distributed per normal procedures, including the Rctg Bn, AMEDD Det, and HQ USAREC Chaplain Recruiting Office.

c. Recruiters and participating Soldiers are to ensure that a copy of the orders is faxed to the Rctg Bn operations section prior to the beginning of the tour. The Rctg Bn, AMEDD Det, or HQ USAREC Chaplain Recruiting Office will fax a copy of the orders to the RS commander. The Soldier will report to the duty station on the date and time specified. In the event an order has not been received, the Soldier's tour will be

revoked or amended to meet a new date.

d. Personnel will not perform recruiting ADSW tours without published orders issued by the appropriate issuing authority. This precludes liability problems for the Army should the ADSW Soldier be injured. This also ensures timely payment for the Soldier who has performed the tour.

### 2-2. Qualifications and prohibitions

a. Qualifications to participate in recruiting ADSW:

(1) Volunteer to participate on a recruiting ADSW tour.

(2) Be a member of a USAR TPU, Individual Ready Reserve, or Individual Mobilization Augmentee.

(3) Completed initial active duty for training or Phase I of the Alternate Training Program (basic training), Army Civilian Acquired Skills Program (ACASP) basic training graduate, Officer Basic Course graduate, Warrant Officer Basic Course graduate, or Reserve Officers' Training Corps Advanced Camp graduate (if Reserve Officers' Training Corps or Simultaneous Membership Program participant).

(4) Be a high school senior, high school diploma graduate, completed a general education development, completed 15 semester hours of college, completed a college degree, enrolled in seminary, or completed seminary.

(5) Meet the height and weight standards of AR 600-9.

(6) Present a soldierly appearance.

(7) Participant must not be flagged.

(8) Have approved request and received orders.

(9) Perform tour within a 50-mile radius of their residence or USAR unit (AMEDD and chaplain participants are exempt from this requirement).

(10) Provide transportation (public or private) to duty location (AMEDD and chaplain participants are exempt from this requirement).

(11) Wear appropriate Class A, B, or battle dress uniform as required for duty.

b. Prohibitions:

(1) Recruiting ADSW personnel will not be used to:

(a) Perform duties normally done by RS, Rctg Co, health care recruiting team (HCRT), chaplain recruiting team, Rctg Bn, AMEDD Det, Rctg Bde, or headquarters personnel other than recruiting. This includes routine administration, carrying distribution, transporting applicants to Military Entrance Processing Stations, requesting police checks and/or court checks, or for the enhancement of manpower where a shortage of personnel has occurred.

(b) Perform ADSW duty without official copy of orders from the appropriate issuing authority.

(c) Perform any duties that do not meet the guidance provided by AR 135-200, chapter 6.

(d) Perform duties other than stated on the official orders.

(e) Attend meetings, briefings, conferences, etc., which are not in direct relation to prospect-

ing activities described above.

(f) Prospect for leads and referrals solely by telephone. Telephone prospecting does not increase USAR visibility.

(g) Perform duties normally done by a recruiter except as provided in this regulation.

(h) Conduct followup on leads that have been generated.

(2) Soldiers that report for ADSW will not utilize USAREC Government-owned vehicles in the performance of official duties. Assigned recruiters must provide transportation in support of official business. However, ADSW Soldiers may utilize their unit's Government-owned vehicles as long as local policy and the TPU commander approves and a valid dispatch has been completed. TPU vehicles will not be stored at RSs overnight. TPU vehicles will be returned to the unit motor pool or secured as directed by the unit commander.

## 2-3. Duty requirements

a. Duty requirements for recruiting ADSW personnel:

(1) Prepare a request for orders through the Regional Level Application System to request to perform recruiting ADSW. In addition to the request for orders, USASOC TPUs will provide USASOC, ATTN: AOPE-AGR, a copy of the tour justification.

(2) Bring a copy of recruiting orders to the duty location. If orders are not received within 5 working days before the anticipated start date, notify the recruiter and the USAR unit commander.

(3) Be aware that they are representing the USAR, their unit, and USAREC and should conduct themselves in a professional manner. Work with the assigned RS or location to assist in the prospecting efforts.

(4) Provide a minimum of five leads and three referrals every 5 days for enlisted recruiting; and a minimum of three leads and one referral every 5 days for AMEDD and chaplain recruiting to be considered a satisfactory participant. Leads are defined as a name, address, and/or telephone number, and gender. A referral is defined as an individual that has agreed to an appointment. Tours that are less than 5 days in duration will have lead and referral standards defined by the recruiting supervisor.

(5) Provide representation at the following:

(a) Conventions. A recruiting assignment scheduled to coincide with a particular convention or assembly for the purpose of capitalizing on community centers of influence to enhance USAR recruiting success.

(b) Demonstrations. An activity to show the public various skills that are available in the USAR. Demonstrations can include certain aspects of drill and ceremonies, military occupational specialty skills, or team training.

(c) TAIR events. Events that involve recruiting activities which support recruiting efforts for the RA and USAR. These events are for public awareness and community support.

NOTE: No specific lead or referral requirement

will be directed.

(d) Booths and exhibits. Activities designed to use displays, illustrations, or equipment for the purpose of attracting interested leads and prospects to consider the benefits of joining the USAR.

(e) High school (HS) career days. A recruiting assignment involving ADSW participants discussing or demonstrating USAR opportunities to HS students.

(f) Area canvassing. Actions taken at various locations to generate leads and referrals.

(g) College campuses and seminary schools. Participants working at any 2-year or 4-year degree-producing school and seminary school in an effort to gain leads and referrals.

(h) Open-house events. Members of a USAR unit invite the general public to tour USAR training centers and facilities for the purpose of obtaining leads and referrals for enlistment.

(i) Guest speakers. Events in which participants, who have proper credentials speak to special groups (e.g., band, AMEDD, linguist, chaplain, etc.).

(j) Logistical duties. For movement of equipment for use in TAIR events, booth exhibits, or HS career days.

(6) Perform the duties as specified in the recruiting ADSW orders and as specified by the recruiting personnel supervising them.

NOTE: Chaplain recruiting ADSW participants must also provide an afteraction review (AAR) to the Rctg Bde chaplain recruiter within 3 working days of completion of duty.

(7) Complete USAREC Form 979 (Active Duty for Special Work Performance Report) (see fig 2-1) with the RS commander or recruiter at the completion of the ADSW tour.

(8) Provide a copy of the ADSW orders to the USAR unit for processing for pay and computation of retirement points.

b. Duties of HQ USAREC ADSW manager. The ADSW manager has operational control of the ADSW Program for USAREC and is responsible for:

(1) Receiving FY ADSW funding amount from HQ USAREC, Assistant Chief of Staff, G-4/8, Budget Division.

(2) Obtaining the assigned USAR mission data for enlisted, AMEDD, and chaplain from HQ USAREC, Assistant Chief of Staff, G-2, Missioning Analysis and Market Intelligence Office. For enlisted and chaplain this will be done 10 days prior to the beginning of each recruiting quarter. For AMEDD this will be received at the beginning of the FY.

(3) Allocating ADSW funds according to the volume nonprior service (NPS) mission by Rctg Bde, Health Services Directorate, and Chaplain Recruiting Office. Amounts will be rounded to the nearest thousand.

(4) Notification of fund splits will be done by e-mail 5 days prior to the start of the recruiting quarter or year. Enlisted information will be sent to Rctg Bde ADSW managers; AMEDD information will be sent to HQ USAREC, Health Services Directorate, operations noncommissioned

officer in charge (NCOIC); and chaplain information to the HQ USAREC NCOIC of the Chaplain Recruiting Office. The ADSW manager will request the funds be broken down to the appropriate Rctg Bns, AMEDD Dets, and chaplain RSs and returned to the ADSW manager no later than 3 days after receipt.

(5) Reviewing fund splits and preparing a fund shift request. Fund shift requests will be faxed or e-mailed to the USARC point of contact after approval by the Assistant Chief of Staff, G-3, Chief of Programs Branch. The Chief of Programs Branch or appointed representative will approve all fund shift requests for enlisted. All fund shift requests for AMEDD will be approved by the Health Services Directorate NCOIC or appointed representative prior to submission to the ADSW manager. All fund shift requests for chaplains will be approved by the Chaplain Recruiting Office NCOIC or appointed representative prior to submission to the HQ USAREC ADSW manager. The ADSW manager will ensure that the allocated monies are sent to the RRC and Division (DIV) by contacting the USARC point of contact.

(6) Maintaining a file of all fund shift requests for the current and previous 5 FYs.

(7) Any requested fund transfers. Fund transfers will be done when a Rctg Bn, AMEDD Det, or chaplain RS needs more money for a specific RRC or DIV. The ADSW manager will confirm that all funds from the previous fund shift have been exhausted before requesting a fund transfer. Fund transfers will be faxed to the USARC point of contact for action. All fund transfers will also be maintained in a file for the current and previous 5 FYs.

(8) Handling any requests for additional funds from Rctg Bns, AMEDD Dets, and chaplain RSs. Additional funds that are requested for RRC or DIV will be deducted from the next recruiting quarter's funds. The ADSW manager will notify the affected Rctg Bde ADSW point of contact.

(9) Collecting and consolidating quarterly ADSW usage reports submitted by each Rctg Bde, AMEDD Det, and chaplain RS within 5 days after the completion of the recruiting calendar quarter (RCQ). The report will consist of number of referrals, appointments, contracts, ADSW days used, orders issued, and number of USAR Soldiers that participated. This information once consolidated by the USAREC ADSW manager, will be placed on a spreadsheet. The spreadsheet will include the previous FY's totals and a like quarter comparison. This report will be distributed to the HQ USAREC Budget Division point of contact; HQ USAREC Health Services Directorate operations NCOIC; Chaplain Recruiting Office NCOIC; Plans Division Chief; and Programs Branch Chief and NCOIC. If requested, the Chief of Programs Branch will send this report to any agency requesting a copy.

c. Duties of HQ USAREC, Health Services Directorate operations NCOIC:

(1) Review AMEDD Det funding plans and consider projected ADSW requirements when determining quarterly funding splits.



(2) Issue recruiting ADSW funds to AMEDD Dets for break down by HRC-St. Louis, RRC, or DIV within 3 days of receipt from the USAREC ADSW manager.

(3) Collect and e-mail all AMEDD Det splits to HRC-St. Louis, RRC, or DIV to the USAREC ADSW manager within 2 days of receipt from AMEDD Dets.

(4) Issue recruiting ADSW guidance to AMEDD Dets for dissemination to the field as changes occur.

(5) Conduct field inspections in accordance with AMEDD Det's Command Inspection Program policies to ensure ADSW resources are being used effectively and in accordance with this regulation. Ensure ADSW management reports are current and maintained at AMEDD Det level.

(6) Ensure all ADSW usage reports are forwarded from AMEDD Dets within 3 days after the end of the RCQ and forwarded to the USAREC ADSW manager within 5 days after the end of the RCQ.

(7) Coordinate ADSW issues with supporting HRC-St. Louis, RRC, or DIV points of contact and functional commands on matters of mutual interest and any fund shift requirements to be forwarded to HQ USAREC ADSW manager.

(8) Review and approve or disapprove requests for ADSW submitted by the AMEDD Det USAR advisor.

d. Duties of HQ USAREC, Chaplain Recruiting Office NCOIC:

(1) Review chaplain recruiters' funding plans and consider projected ADSW requirements when determining quarterly funding splits.

(2) Issue recruiting ADSW funds to chaplain RSs for break down by HRC-St. Louis, RRC, or DIV within 3 days of receipt from HQ USAREC ADSW manager.

(3) Collect and e-mail all chaplain RS splits for HRC-St. Louis, RRC, or DIV to the USAREC ADSW manager within 2 days of receipt from chaplain recruiters.

(4) Issue recruiting ADSW guidance to chaplain RSs as changes occur.

(5) Ensure all ADSW usage reports are forwarded from chaplain RSs within 3 days after the end of the RCQ to the USAREC ADSW manager within 5 days after the end of the RCQ.

(6) Coordinate ADSW issues with supporting HRC-St. Louis, RRC, or DIV points of contact and functional commands on matters of mutual interest and any fund shift requirements to be forwarded to the USAREC ADSW manager.

(7) Review and approve or disapprove requests for ADSW submitted by chaplain recruiters.

(8) Ensure receipt of ADSW AAR from Rctg Bde chaplain recruiting teams no later than 5 days after completion of the ADSW tour.

e. Duties of Rctg Bde ADSW manager:

(1) Maintain fiscal obligation to the ADSW Program by ensuring ADSW funds are properly utilized.

(2) Review all Rctg Bn ADSW funding plans. Approve or disapprove Rctg Bn ADSW fund plans prior to the allocation of quarterly ADSW funds by the USAREC ADSW manager. Consider each Rctg Bn's projected ADSW requirements when determining quarterly fund splits.

(3) Within 3 days of receiving recruiting ADSW fund splits from the USAREC ADSW manager, provide Rctg Bns their quarterly splits to be broken down by HRC-St. Louis, RRC, or DIV.

(4) Collect and e-mail all Rctg Bn splits for HRC-St. Louis, RRC, or DIV to the USAREC ADSW manager within 2 days of receipt from Rctg Bns.

(5) Issue recruiting ADSW guidance to Rctg Bns for dissemination to subordinates as changes occur.

(6) Conduct inspections in accordance with the Rctg Bde's Command Inspection Program policies to ensure ADSW resources are being used effectively and in accordance with this regulation. Ensure the ADSW management binder and usage reports are current and kept up to date at Rctg Bn level.

(7) Ensure all ADSW usage reports are forwarded to the Rctg Bde ADSW manager from all Rctg Bns within 3 days after the end of the RCQ.

(8) Consolidate Rctg Bn ADSW usage reports into the Rctg Bde ADSW usage report. Forward the Rctg Bde ADSW usage report to the USAREC ADSW manager within 5 days after the end of the RCQ.

(9) Review ADSW usage reports to ensure Rctg Bns are complying with approved ADSW funding plans.

(10) Coordinate ADSW issues with supporting RRC or DIV points of contact and functional commands on matters of mutual interest and any fund shift and transfer requirements to be forwarded to the USAREC ADSW manager.

f. Duties of Rctg Bn ADSW manager, chaplain recruiter, and AMEDD Det USAR advisor:

(1) Submit a quarterly funding plan. Funding plans must be submitted 10 days prior to the start of the RCQ. Funding plans will include the Rctg Bn or AMEDD Det point of contact and telephone number; either HRC-St. Louis, RRC, or DIV; projected dollars; and projected number of Soldiers participating for that quarter. For special ADSW projects, a separate funding plan will be needed. It will need to include the supporting command, RRC, division, direct reporting unit, project name, number of TPUs, Individual Ready Reserve or Individual Mobilization Augmentee Soldiers participating, location, and approximate cost to include a brief tour justification explaining the benefit to the USAR. Unfunded requests that were not projected prior to the start of each quarter will be submitted through the ADSW management chain to the USAREC ADSW manager for approval or disapproval.

(2) Allocate funds to HRC-St. Louis, RRC, or DIV after receiving quarterly funds allocation from the Rctg Bde ADSW manager, HQ USAREC chaplain recruiting NCOIC, or HQ

USAREC Health Services Directorate operations NCOIC. Return the funding request to Rctg Bde, HQ USAREC chaplain recruiting NCOIC, or HQ USAREC Health Services Directorate operations NCOIC by HRC-St. Louis, RRC, or DIV within 2 days of receipt. Coordinate with USAR recruiting ADSW program point of contact within the Rctg Co and RS or AMEDD HCRT when support is requested to maintain liaison with HRC-St. Louis, RRC, DIV points of contact, or direct reporting units and forward requests for additional funding through the Rctg Bde to the USAREC ADSW manager.

(3) Approve ADSW tour requests (Rctg Bn ADSW managers only) for 29 days or less within a FY and fax or e-mail a copy to the servicing RRC or DIV points of contact and the RS commander. This will inform the HRC-St. Louis, RRC or DIV and the RS commander that the Rctg Bn has approved the request. Chaplain and AMEDD ADSW tour requests will be forwarded to either the HQ USAREC chaplain recruiting NCOIC or the HQ USAREC Health Services Directorate operations NCOIC for review and approval or disapproval at least 14 days prior to the start of the ADSW tour.

(4) Assist supporting order publishing authority in resolving outstanding ADSW orders which have not been processed for pay or revoked when requested by the RS commander. Assistance will be requested once all approaches with the USAR TPU chain of command have been exhausted. This will be accomplished within 10 working days of notification from the RS commander.

(5) Maintain the ADSW management binder and usage reports. The ADSW management binder will consist of three sections:

(a) By-name log:

1. Will include data on all personnel who have requested or completed an ADSW tour.

2. Will be maintained on USAREC Form 1253 (Active Duty for Special Work Management Log) (see fig 2-2).

(b) Management section (will be separated by month and quarter). This section will include:

1. ADSW request letter signed by the Rctg Bn ADSW manager.

2. ADSW orders.

3. Completed USAREC Form 979 (see fig 2-1).

(c) Reports:

1. Allocation report.

2. Usage report.

(6) Provide a copy of the ADSW reports to the Rctg Co or HCRT at the end of each recruiting month and identify any outstanding USAREC Form 979 issues. Notification will be sent via e-mail and the Rctg Co or HCRT will have 3 days in which to provide the missing data.

(7) ADSW usage reports will be forwarded to the Rctg Bde within 3 days after the RCQ.

g. Duties of Rctg Cos and HCRTs:

(1) Request in writing to the Rctg Bn or AMEDD Det for Soldiers from the USAR TPU parent unit or HRC-St. Louis be placed on re-

cruiting ADSW orders. These requests will be done by name. The unit commander, RS commander, and the recruiter should coordinate these requests.

(2) Ensure all recruiting ADSW participants receive a thorough briefing concerning their duties, specific projects, and area in which they will be working while on tour. The recruiter or designated representative maintains supervision of the ADSW participants and the RS commander maintains overall responsibility.

(3) Ensure that the ADSW participant meet the height, weight, and appearance standards of AR 600-9 and AR 670-1 upon reporting for duty.

(4) Ensure that RS commanders and recruiters maintain supervision of the recruiting ADSW participant(s).

(5) Ensure the original USAREC Form 979 and the ADSW order is maintained at the RS or HCRT.

(6) Notify the USAR TPU or HRC-St. Louis when recruiting ADSW orders require revocation or amendment.

(7) Assist in resolving outstanding ADSW orders that have not been processed for pay or revoked to include contacting the USAR Soldier or the USAR unit for verification of the submission of documents for pay.

(8) Ensure the ADSW participant reports with a copy of the recruiting ADSW orders to the duty station and require participant to complete a USAREC Form 979 for each tour of duty. The ADSW order and a completed USAREC Form 979 must be faxed to the Rctg Bn or AMEDD Det within 3 working days of completion of the ADSW tour.

(9) Recommend an impact award through the TPU commander or personnel management officer or personnel management NCO at HRC-St. Louis for those Soldiers who exceed referral requirements and who otherwise distinguish themselves.

(10) Conduct inspections to ensure recruiting ADSW resources are being used effectively and that each RS ADSW Program is being administered in accordance with this guidance.

h. Duties of RS commanders, recruiters, health care recruiters, and Rctg Bde chaplain recruiters. RS commanders or supervisors will have the operational control of ADSW participants and be responsible for:

(1) Identifying and screening eligible USAR Soldiers (with concurrence and approval from their unit commander) who may participate in the Recruiting ADSW Program.

(2) Assisting in the preparation of the request for orders. Coordinating with the TPU for submission of the request for orders to the appropriate order publishing authority for orders preparation. This must be done not less than 5 days prior to the participant's anticipated participation.

(3) Forwarding or faxing a copy of the ADSW orders to the Rctg Bn ADSW manager when the Soldier reports for duty. Soldiers will not perform ADSW without orders.

(4) Conducting an inbrief that includes:

(a) The aspects of recruiting.

(b) The topics of sexual harassment, fraternization, and standards of conduct.

(c) Overview of the recruiting chain of command structure.

(d) Mission requirements for specified area.

(e) Job responsibilities and establish lead and referral requirements.

(f) Method of obtaining leads and referrals for recruiters. A limited prescreening technique should be taught.

(g) Prospecting and recruiter aids.

(h) Recruiting improprieties (USAREC Reg 601-45, para 2-2).

(i) Uniform Code of Military Justice jurisdiction remains with the parent unit commander.

(j) Prohibited and regulated activities (USAREC Reg 600-25).

(k) USAREC terminology and acronyms.

(l) Appearance standards.

(5) Retaining responsibility for ADSW Soldiers and ensuring satisfactory performance of duties for which the orders were based on a day-to-day basis. Monitoring Soldier's performance and recommending revocation or amendment of orders of those Soldiers whose appearance or duty performance is substandard.

(6) Providing training to ADSW Soldiers on prospecting techniques.

(7) Completing USAREC Form 979 with the participant for each completed ADSW tour and ensuring the original is maintained at the RS. Forwarding or faxing a copy of the completed USAREC Form 979 to the Rctg Bn ADSW manager, HQ USAREC Health Services Directorate operations NCOIC, or HQ USAREC chaplain recruiting NCOIC no less than 3 days after the Soldier has completed the ADSW tour.

(8) Updating USAREC Form 979 as applicants referred contract.

(9) Notifying USAR TPU and Rctg Bn ADSW manager, HQ USAREC Health Services Directorate operations NCOIC, or HQ USAREC chaplain recruiting NCOIC within 48 hours of ADSW orders that require amending or revocation.

(10) Chaplain recruiters must also receive an AAR from ADSW participant within 3 days of completion of duty.

## **Chapter 3 Training**

### **3-1. Management**

ADSW managers at all levels will serve as the primary trainer for their subordinate units. Managers will ensure their subordinate personnel are trained in skills necessary to effectively perform their assigned duties and support the ADSW mission.

### **3-2. Responsibilities**

a. The USAREC ADSW manager will:

(1) Serve as the subject matter expert and primary trainer on all aspects of the ADSW Program.

(2) Serve as the primary trainer to Rctg Bde ADSW managers, HQ USAREC Health Services Directorate operations NCOIC, and HQ USAREC chaplain recruiting NCOIC.

(3) Conduct training as required to ensure adherence to the guidance prescribed in this regulation.

(4) Train newly assigned Rctg Bde ADSW managers, HQ USAREC Health Services Directorate operations NCOIC, and HQ USAREC chaplain recruiting NCOIC on all aspects of the ADSW Program.

(5) Assess training needs and update training programs as necessary to meet organizational requirements.

b. The Rctg Bde ADSW manager will:

(1) Serve as the primary trainer to Rctg Bn ADSW managers.

(2) Train newly assigned Rctg Bn ADSW managers on all aspects of the ADSW Program.

(3) Conduct training as required to ensure adherence to the guidance prescribed in this regulation.

(4) Identify training needs at the Rctg Bde level and request training, as required, from the USAREC ADSW manager.

c. HQ USAREC Health Services Directorate operations NCOIC and HQ USAREC chaplain recruiting NCOIC will:

(1) Serve as the primary trainer to all subordinate recruiting personnel.

(2) Conduct training as required to ensure adherence to the guidance prescribed in this regulation.

(3) Request training from the USAREC ADSW manager, as required, to ensure the highest level of knowledge of the ADSW Program is maintained.

d. The Rctg Bn ADSW manager will:

(1) Serve as primary trainer to all Rctg Bn personnel.

(2) Conduct Rctg Bn level ADSW training annually.

(3) Identify and conduct training to ensure adherence to the guidance prescribed in this regulation.

(4) Identify Rctg Bn S-3 level training deficiencies and request training from the Rctg Bde ADSW manager.

(5) Document and maintain record of annual Rctg Bn level training for current year and previous 2 years.

e. Rctg Bn, HCRT, and chaplain recruiting personnel will:

(1) Maintain a level of proficiency to ensure adherence to the guidance prescribed in this regulation.

(2) Identify ADSW training needs and request training from the Rctg Bn ADSW manager, HQ USAREC Health Services Directorate operations NCOIC, or HQ USAREC chaplain recruiting NCOIC.

### **3-3. Requests**

a. When training needs are identified, requests for training will be sent through the chain of command to the appropriate ADSW manager.

ADSW managers will identify training needs, determine the appropriate course of action, formulate training plans, and conduct training to ensure training requests are met.

b. ADSW managers will identify the most appropriate method to act on training requests to expedite the training process. However, whenever possible training should be conducted face to face.

<b>ACTIVE DUTY FOR SPECIAL WORK PERFORMANCE REPORT</b> (For use of this form see USAREC Reg 601-106)			
<b>Privacy Act Statement</b>			
Title 10 of the US Code, Section 3013 and/or 503, authorizes collection of this information. The primary use of this information is to monitor and evaluate the performance of Active Duty for Special Work and routine use in evaluating the Active Duty for Special Work Program. Furnishing this information is voluntary. Failure to provide the required information will be cause for elimination from the program.			
1. RSID: 3d2k	2. RCTG BN: Columbia	3. RS: Dentsville	
4. NAME (Last, First, MI): Johnson, Nicole M.		5. SSN: 123-45-6789	6. RANK: PFC
7. AGE: 20	8. GENDER: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
9. ARRIVAL DATE: 5 Jan 04		10. DEPARTURE DATE: 9 Jan 04	
11. UNIT/INSTALLATION: 108th Division Training, Fort Jackson, SC			
12. NUMBER OF REFERRALS MADE (Referral information must be entered on reverse): 3		13. NUMBER OF APPOINTMENTS CONDUCTED CREDITED: 1	
14. LIST APPOINTMENTS CONDUCTED BY NAME AND SSN:			
a. Elizabeth R. Green 987-65-4321		e.	
b.		f.	
c.		g.	
d.		h.	
15. NUMBER OF CONTRACTS (original <input type="checkbox"/> or supplement <input type="checkbox"/> ):			
a. RA:		b. USAR:	
16. LIST CONTRACTS BY NAME AND SSN:			
a.		c.	
b.		d.	
17. COMMENTS:  Nicole is a very motivated Soldier and enthusiastic about her Reserve job. This attitude helped her when talking to potential applicants.			
18. COST OF ADSW TOUR (From orders): \$368.55		19. RECOMMEND FOR FURTHER DUTY? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20. RS COMMANDER SIGNATURE:  R. Batiste		21. DATE:  12 Jan 04	

USAREC Form 979, Rev 1 Jul 2004

PREVIOUS EDITIONS ARE OBSOLETE

V2.00

Figure 2-1. Sample of a completed USAREC Form 979





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## **Appendix A References**

tive Duty, and Annual Training for Soldiers of the Army National Guard and US Army Reserve.

### **Section I Required Publications**

#### **AR 135-200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers. (Cited in paras 1-7, 2-1a, and 2-2b(1)(c).)

#### **AR 600-9**

The Army Weight Control Program. (Cited in paras 2-2a(5) and 2-3g(3).)

#### **AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 2-3g(3).)

#### **USAREC Reg 600-25**

Prohibited and Regulated Activities. (Cited in para 2-3h(4)(j).)

#### **USAREC Reg 601-45**

Recruiting Improprieties Policies and Procedures. (Cited in para 2-3h(4)(h).)

### **Section II Related Publications**

#### **USAREC Reg 350-6**

Recruiter Production Management System.

#### **USAREC Reg 350-7**

Recruiting Station Production Management System.

#### **USAREC Reg 350-9**

Recruiting Company Production Management System.

#### **USAREC Reg 350-10**

Recruiting Battalion Production Management System.

#### **USAREC Reg 350-12**

Chaplain Recruiting Production Management System.

### **Section III Prescribed Forms**

#### **USAREC Form 979**

Active Duty for Special Work Performance Report. (Prescribed in paras 2-3a(7), 2-3f(5)(b)3, 2-3f(6), 2-3g(5), 2-3g(8), 2-3h(7), and 2-3h(8).)

#### **USAREC Form 1253**

Active Duty for Special Work Management Log. (Prescribed in para 2-3f(5)(a)2.)

### **Section IV Referenced Form**

#### **DA Form 1058-R**

Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Ac-

## **Glossary**

### **AAR**

afteraction review

### **ADSW**

active duty for special work

### **AMEDD**

Army Medical Department

### **AMEDD Det**

Army Medical Department detachment

### **DIV**

Division

### **FY**

fiscal year

### **HCRT**

health care recruiting team

### **HQ USAREC**

Headquarters, United States Army Recruiting Command

### **HRC-St. Louis**

United States Army Human Resources Command-St. Louis

### **HS**

high school

### **NCO**

noncommissioned officer

### **NCOIC**

noncommissioned officer in charge

### **RA**

Regular Army

### **RCQ**

recruiting calendar quarter

### **Rctg Bde**

recruiting brigade

### **Rctg Bn**

recruiting battalion

### **Rctg Co**

recruiting company

### **RRC**

Regional Readiness Center

### **RS**

recruiting station

### **TAIR**

Total Army Involvement in Recruiting

### **TPU**

troop program unit

### **USAR**

United States Army Reserve

### **USARC**

United States Army Reserve Command

### **USAREC**

United States Army Recruiting Command

### **USASOC**

United States Army Special Operations Command